

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. 386  
PAGE NO. 1

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

SOCIAL SERVICE

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records  
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CORRESPONDENCE - DIRECTOR

Size: 8½" x 11" in legal drawer  
Dates: 1953 - -  
Quantity: 2 drawers (4 cubic feet)  
File Arrangement: Alphabetical by name or subject  
Annual Accumulation: 1 cubic foot (est.)

This file is composed of correspondence and other records which relate to the supervision and coordination of the social service program by the Director of Social Service. For retention and description purposes, the file has been divided into the following categories:

Category A - Correspondence - with supervisors of social work in State mental institutions with regard to program implementation and clinical and educational activities.  
Correspondence - relative to Director's activities in and association with various mental health institutes  
Correspondence - with other staff in the Central Office  
Reports - Copies of typescript social service annual concerned with institutional activities  
Hospital census reports  
Budget material (including statistical data useful in budget preparation)

A. RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*R. H. Barnes*  
Signature

Chief, Division of Administration  
and Finance

Title

12/5/1960  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/7/1960

Date

*Morris S. O'Connell*

Archivist

DEC 15 1960

Date

*Lester H. Hurlburt*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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**Category B**      **Reports - Statistical summaries concerning admissions, etc.**  
                         **Statistical reports**  
                         **Data on social worker salary and staffing patterns in other states**

**B. RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.**

**2. GENERAL FILE**

Size: 8½" x 11" in legal drawers  
Dates: 1954 - -  
Quantity: 1 drawer  
File Arrangement: Alphabetical by subject or state  
Annual Accumulation: ½ cubic foot (estimate)

The General File is composed of correspondence and printed material concerned with the activities of other states in mental health and social service programs. Data collected from private mental health institutions is also included in the file. Printed material may be considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 179, Annotated Code of Maryland, 1957 Ed.) and may be destroyed. The recommendation below applies only to correspondence and all other records in the file.

**RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.**

**3. UNIVERSITY FILE**

Size: 8½" x 11" in legal drawer  
Dates: 1954 - -  
Quantity: 1 drawer  
File Arrangement: Alphabetical by name of university or college

This file is composed of correspondence with schools of social work in various universities and colleges from which affiliating students may come. The file also contains printed material on social work programs offered by these schools. Printed material may be considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 179, Annotated Code of Maryland, 1957 Ed) and may be destroyed. Historical data concerning the development of the program and its relationship with schools of social work is to be retained permanently. The recommendation below applies to all other material in the file.

**RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.**

APPROVED  
HALL OF RECORDS COMMISSION

DEC 18 1960

*Andrew W. ...*  
SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE  
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4. SOCIAL SERVICE REPORT

Size: 8½" x 11"  
Dates: 1957 - -  
Quantity: ¼ cubic foot  
File Arrangement: Chronological

This is a monthly statistical report prepared by the supervisors of institutional social service programs. Data from these reports is the basis for calculations of total services rendered to patients each month by each institution and a year-to-date total of services for all patients in all State institutions. This information is useful in budget formulation and program planning.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY BOARD OF PUBLIC WORKS DEC 15 1960 <i>Ludrum Steukel, Jr.</i> SECRETARY
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